



Foreign Affairs Community Life Skills Training Continuum

George P. Shultz National Foreign Affairs Training Center
FOREIGN SERVICE INSTITUTE ★ U.S. DEPARTMENT OF STATE



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For additional information, please visit the TC Intranet Web site <http://fsi.state.gov/fsi/tc>
and TC Internet Web site <http://www.state.gov/m/fsi/tc>

To register for a class:

FSI/TC courses are open to U.S. Government employees and Eligible Family Members planning or returning from overseas postings. Classes are held at the Shultz Center, 4000 Arlington Boulevard, Arlington, VA, and fill quickly. Check the FSI course catalog on the Department's Open Net (<http://fsi.state.gov>) for space availability.

For tuition-based courses, non-State employees/family members submit an SF 182 (with fiscal data) through their Training Officer to the Office of the Registrar at FSI. State employees and Eligible Family Members submit a DS-755 through the employee's Career Development Officer. FSI Registrar must receive written notice of cancellation five workdays before the course begins.

For non-tuition workshops, all employees/family members, regardless of agency, register through the Training Divisions at the Transition Center at 703-302-7268 or FSITCTraining@state.gov.

The deadline for all TC registrations is by 11:30 a.m. the day before the class. Be advised, some classes may be full by this date.

In consideration of others, please arrange your own childcare when you are attending FSI TC classes. Programs appropriate for children are indicated in the FSI catalog or on TC advertisements.

Letter from the Director of the Foreign Service Institute

I am delighted to present this continuum. It represents a vital step in redefining our mission and our approach to providing outstanding support to the entire foreign affairs community. This publication and its companion continua for Foreign Service Generalists, for Leadership and Management, Office Management Specialists, and for the Civil Service are reliable guides to making the most of your experience within the U.S. foreign affairs community.

Why a Foreign Affairs Life Skills Training Continuum? With an ever-expanding list of courses, workshops, information and counseling options, and electronic support services for transitions, navigating the array of choices can be daunting. This continuum is as relevant for officers as it is for spouses, Civil and Foreign Service members, generalists and specialists. As the complexity of our missions overseas grows, we invite other agencies to use this guide as well—either by taking part in the activities and services described, or by replicating or adapting them in meeting specific agency needs.

The range of activities described herein reflects the scope of services and support our FSI Transition Center (TC) provides. Even before coming to Washington, newly hired employees and spouses benefit from the TC's Overseas Briefing Center through e-mail dialogues and its Web site. The Training Division offers an array of courses supporting employees and families throughout their relationship with the foreign affairs community. Moreover, the TC's Career Transition Center extends support through the transition to life after government service.

Whether you are a newcomer to the U.S. foreign affairs community or a well-traveled veteran looking beyond your work and life in this milieu, we wish you the best in your upcoming transition and look forward to working with you.

A handwritten signature in dark ink, reading "Katherine H. Peterson". The signature is fluid and cursive, with the first name "Katherine" being more prominent and the last name "Peterson" following in a similar style.

Katherine H. Peterson
Director, Foreign Service Institute

Contents

<i>Introduction</i>	<i>1</i>
<i>Continua</i>	<i>3</i>
<i>Quick Reference for EFM Registration</i>	<i>11</i>
<i>FSI Transition Center</i>	<i>13</i>
 <i>Registration Information</i>	 <i>13</i>
 <i>Foreign Service Life</i>	 <i>13</i>
Communicating Across Cultures	13
Explaining America	13
Protocol and U.S. Representation Abroad	14
Singles in the Foreign Service	14
Realities of Foreign Service Life.....	14
Promoting American Wine Overseas	14
 <i>Expanding Employment Options</i>	 <i>14</i>
English Teaching Seminar: An Employment Option.....	14
Making Presentations: From Design to Delivery.....	14
Post Options for Employment and Training (POET).....	15
Targeting the Job Market.....	15
 <i>Going Overseas Series</i>	 <i>15</i>
Going Overseas for Singles and Couples Without Children	15
Going Overseas for Families	15
Going Overseas: Logistics for Adults.....	15
Going Overseas: Logistics for Children	15
 <i>Foreign Service Families.....</i>	 <i>16</i>
DCM/Principal Officer Spouse, The Role of the	16
Encouraging Resilience in the Foreign Service Child	16
Maintaining Long-Distance Relationships	16
Raising Bilingual Children.....	16
A Safe Overseas Home: Protecting Yourself and Your Family.....	16
Traveling with Pets	17
Young Diplomats Day	17

Emergency Medical Care and Trauma Workshop	17
Transition to Washington for Foreign-Born Spouses	17
<i>Personal and Financial Planning.....</i>	<i>17</i>
Regulations, Allowances, and Finances In the Foreign Service Context.....	17
Legal Considerations in the Foreign Service	18
Managing Your Rental Property from Overseas	18
Personal Finances and Investments in the Foreign Service	18
Tax Seminar	18
Financial Management and Estate Planning Seminar	18
Annuities, Benefits, and Social Security Seminar.....	18
<i>Security Overseas Seminar</i>	<i>18</i>
Security Overseas Seminar (SOS).....	18
Security Overseas Seminar, Advanced (ASOS).....	19
Security Overseas Seminar, Youth (YSOS).....	19
<i>Post-Career Options</i>	<i>19</i>
Retirement Planning Seminar	19
Job Search Program.....	19
<i>FSI Transition Center Services and Training.....</i>	<i>20</i>
Training Division.....	20
Overseas Briefing Center	20
Career Transition Center.....	21
<i>Partner Organizations</i>	<i>22</i>
Associates of the American Foreign Service Worldwide (AAFSW).....	22
Career Development Resource Center (CDRC).....	22
Eldercare Issues	23
Employee Consultation Service (ECS).....	23
Employee Services Center (ESC).....	23
Family Liaison Office (FLO).....	23
Foreign Service Youth Foundation (FSYF)	23
Around the World in a Lifetime (AWAL).....	23
DiploKids	24
Globe Trotters.....	24
IQ: InfoQuest	24
Office of Casualty Assistance	24
Office of Medical Services.....	25
Office of Overseas Schools of the U.S. Department of State	25
<i>Transition Center at Work</i>	<i>26</i>



Introduction

Packing up and moving from your home country to a foreign land is serious business. Because many in the foreign affairs community do it frequently does not mean that the process is always familiar or even easy. It is important to remember that regardless of whether it is your own, your spouse's or a parent's profession you are following, you will need a structure supporting you. Just as planning is important for a successful professional life, so is planning for your personal and family life outside the job. Life skills training for those in the foreign affairs community is among the services the Transition Center (TC) offers you and your family.

The model framework for the Foreign Affairs Life Skills Training Continuum is divided into sections with suggested activities and courses for employees and family members during distinct stages of their foreign affairs community life: orientation, entry-level, mid-level, and senior-level. The design includes separate pages for Department of State (DOS) Foreign Service Officers, DOS Specialists, non-State foreign affairs community employees, Civil Service employees on excursion tours, DOS A-100 eligible family members, DOS eligible family members, non-State foreign affairs community family members, and children of U.S. Government employees.

All training begins with **Orientation**. For the State Department, this period typically covers the first weeks after joining the Foreign Service for employees and family members embarking on a new life within the foreign affairs community. Other foreign affairs agencies conduct their own orientation programs, which may include briefings from the TC and selected training at the Foreign Service Institute (FSI).

The **Entry-Level** period begins after the initial orientation period when employees are given specific overseas assignments. This is the time for preparation for the overseas move. Employees and family members may be taking language training; employees make take tradecraft/professional courses during this period. Spouses will also be facing the transition from life in the United States to overseas, often leaving a stateside career, family, and friends.

The **Mid-Level** period begins after personnel complete at least one overseas assignment. The employee may also be taking leadership, management, and advanced tradecraft courses during this time. Families and singles may be dealing with the culture shock of re-entry, completing the move back home, returning to the U.S. job market, reconnecting with family and friends, and dealing with reestablishment.



lishing a home in the United States. Or they may be ready to begin serious financial and career planning.

In the **Senior-Level** period employees with several overseas tours are beginning planning for life after the Foreign Service. Some spouses are beginning new careers. Families may be confronting changing family dynamics, from family eldercare needs to changing needs of their children and extended families. At whatever stage you find yourself, you need to be proactive. Client-group matrices suggest relevant activities geared toward your needs. As you review the continua, you may notice more activities identified in the matrix for incoming spouses of State Department

Junior Officers than you will for employees of other agencies. This is due to the nature of pre-assignment training for Junior Officers, not because we think the greater number of activities have no value for other groups. Junior Officers may well spend more than a year in training at FSI before going out to post. That amount of time represents an opportunity for more detailed and exhaustive preparation than most have available to us. It is not uncommon for spouses of specialists and employees of other agencies to have only a few days of preparation in the Washington, DC, metropolitan area before departure overseas. But by all means, follow the matrix most appropriate for you.

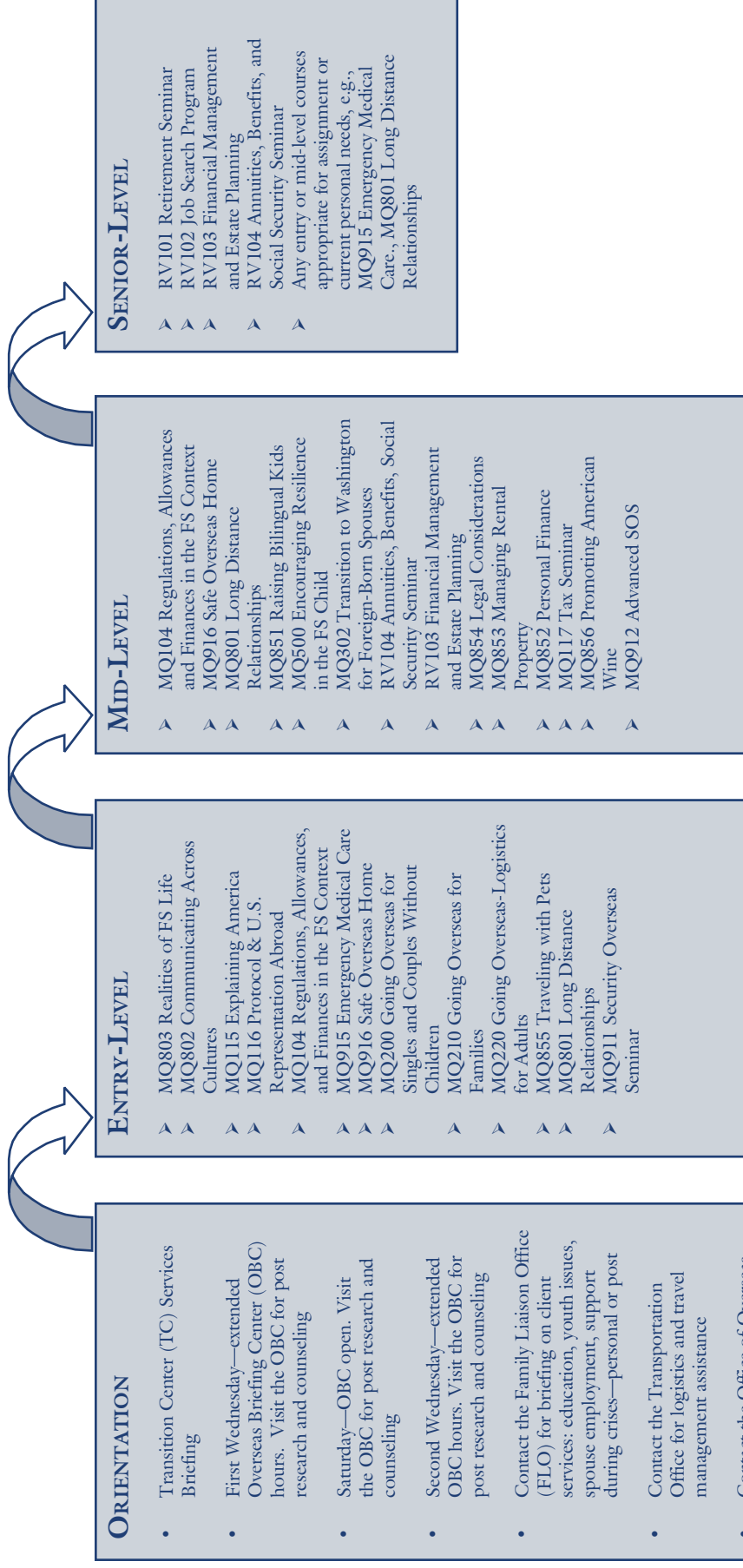
PRE-ARRIVAL

Begin e-mail contact directly with the Transition Center's OBC & SPAS' Orientation Division

FSI Transition Center

Foreign Affairs Life Skills Training Continuum

Department of State Foreign Service Officers



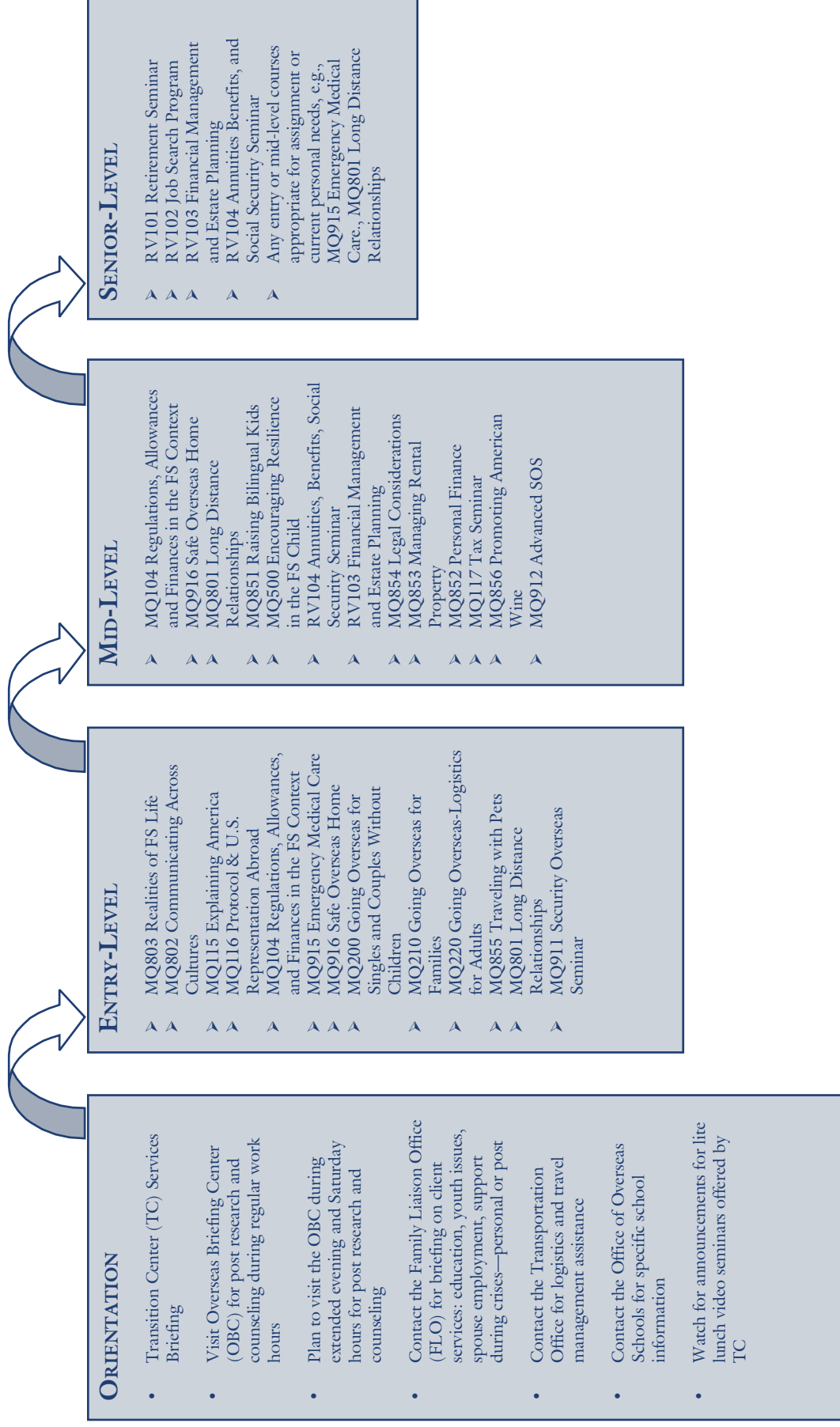
PRE-ARRIVAL

Begin e-mail contact directly with the Transition Center's OBC & SPAS' Orientation Division

FSI Transition Center

Foreign Affairs Life Skills Training Continuum

Department of State Specialists



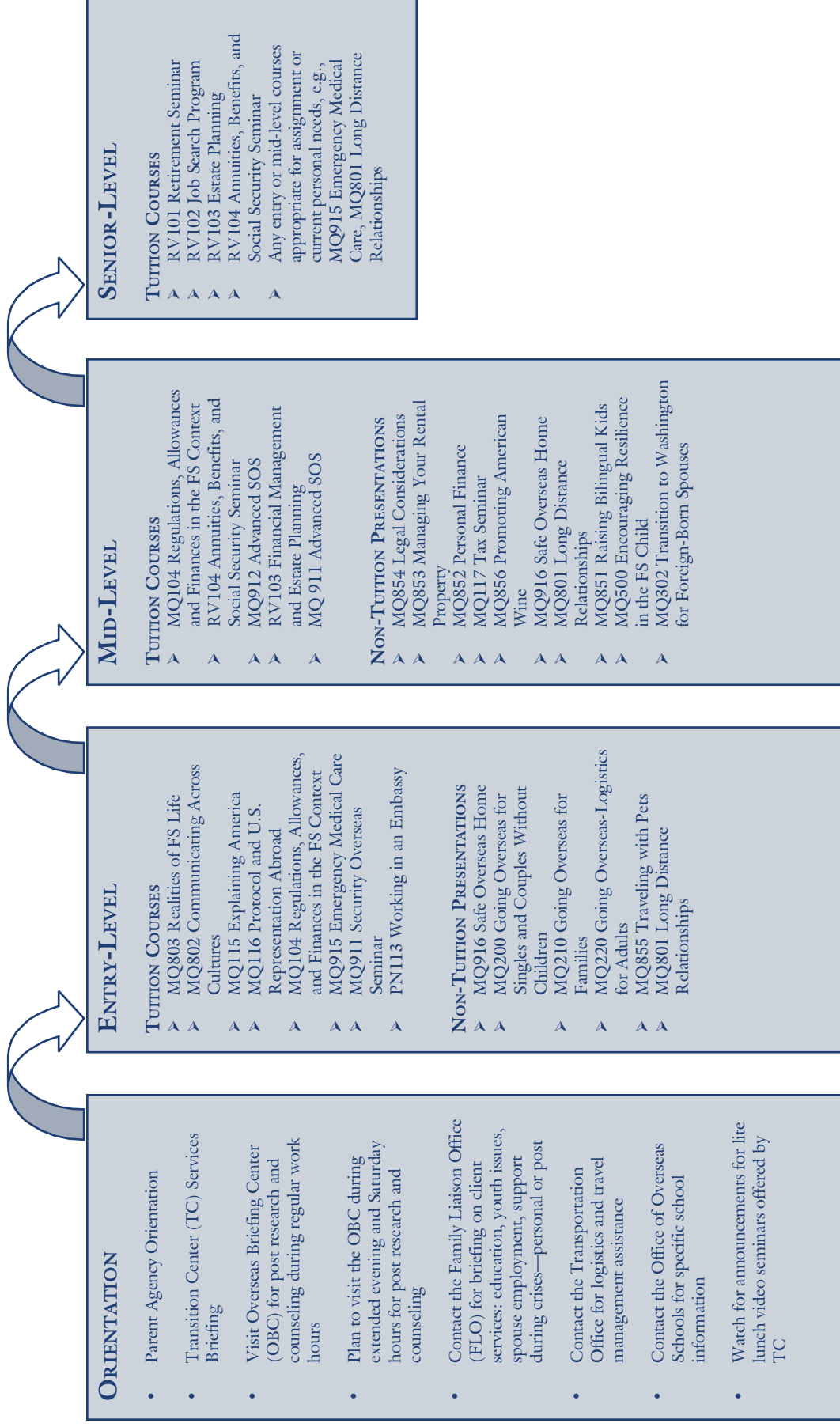
PRE-ARRIVAL

Begin e-mail contact directly with the Transition Center's OBC

FSI Transition Center

Foreign Affairs Life Skills Training Continuum

Non-State Foreign Affairs Community Employees



PRE-ARRIVAL

Begin e-mail contact directly with the Transition Center's OBC

FSI Transition Center

Foreign Affairs Life Skills Training Continuum

Civil Service Employee on Excursion Tours

6

ORIENTATION

- Transition Center (TC) Services Briefing
- Visit Overseas Briefing Center (OBC) for post research and counseling during regular work hours
- Plan to visit the OBC during extended evening and Saturday hours for post research and counseling
- Contact the Family Liaison Office (FLO) for briefing on client services: education, youth issues, spouse employment, support during crises—personal or post
- Contact the Transportation Office for logistics and travel management assistance
- Contact the Office of Overseas Schools for specific school information
- Watch for announcements for live lunch video seminars offered by TC

ENTRY-LEVEL

- MQ803 Realities of FS Life
- MQ802 Communicating Across Cultures
- MQ115 Explaining America
- MQ116 Protocol and U.S. Representation Abroad
- MQ104 Regulations, Allowances, and Finances in the FS Context
- MQ915 Emergency Medical Care
- MQ916 Safe Overseas Home
- MQ200 Going Overseas for Singles and Couples Without Children
- MQ210 Going Overseas for Families
- MQ220 Going Overseas—Logistics for Adults
- MQ855 Traveling with Pets
- MQ801 Long Distance Relationships
- MQ911 Security Overseas Seminar
- PN113 Working in an Embassy

MID-LEVEL

- MQ104 Regulations, Allowances, and Finances in the FS Context
- MQ916 Safe Overseas Home
- MQ801 Long Distance Relationships
- MQ851 Raising Bilingual Kids
- MQ500 Encouraging Resilience in the FS Child
- RV104 Annuities, Benefits, Social Security Seminar
- RV103 Financial Management and Estate Planning
- MQ854 Legal Considerations
- MQ853 Managing Rental Property
- MQ852 Personal Finance
- MQ117 Tax Seminar
- MQ856 Promoting American Wine
- MQ912 Advanced SOS

SENIOR-LEVEL

- RV101 Retirement Seminar
- RV102 Job Search Program
- RV103 Financial Management and Estate Planning
- RV104 Annuities, Benefits, and Social Security Seminar
- Any entry or mid-level courses appropriate for assignment or current personal needs, e.g., MQ915 Emergency Medical Care, MQ801 Long Distance Relationships

PRE-ARRIVAL

Begin e-mail contact directly with the Transition Center's OBC

FSI Transition Center

Foreign Affairs Life Skills Training Continuum

A-100 Eligible Family Members



ORIENTATION

- Orientation to Transition Center (TC) services/Spouse needs assessment
- First Wednesday—extended Overseas Briefing Center (OBC) hours. Visit the OBC for post research and counseling
- Career Development/Assignments with TC staff. Bidding tools/post research
- Saturday—OBC open. Visit the OBC for post research and counseling
- Workshop TC and Family Liaison Office (FLO)—Pre-bid training, employment, and education information
- Second Wednesday—extended OBC hours. Visit the Overseas Briefing Center for post research and counseling
- Logistics Workshop—TC staff and Transportation Representative
- Education Panel: Representatives from Employee Consultation Service (ECS), Office of Overseas Schools, and FLO
- DOS Medical Briefing with TC staff
- Post Flag Day Regroup. With TC/FLO/Associates of the American Foreign Service Worldwide (AAFSW)/Foreign Service Youth Foundation (FSYF)

ENTRY-LEVEL

- MQ803 Realities of FS Life
 - MQ802 Communicating Across Cultures
 - MQ115 Explaining America
 - MQ116 Protocol and U.S. Representation Abroad
 - MQ104 Regulations, Allowances, and Finances in the FS Context
 - MQ915 Emergency Medical Care
 - MQ916 Safe Overseas Home
 - MQ200 Going Overseas for Singles and Couples Without Children
 - MQ210 Going Overseas for Families
 - MQ220 Going Overseas—Logistics for Adults
 - MQ855 Traveling with Pets
 - MQ801 Long Distance Relationships
 - MQ911 Security Overseas Seminar
- EMPLOYMENT TARGETED COURSES**
- MQ704 Targeting Job Market
 - MQ703 Post Options for Employment and Training
 - MQ111 Making Presentations
 - MQ107 Teaching English as a Second Language
 - Contact FLO for employment options

MID-LEVEL

- MQ104 Regulations, Allowances, and Finances in the FS Context
 - MQ916 Safe Overseas Home
 - MQ801 Long Distance Relationships
 - MQ851 Raising Bilingual Kids
 - MQ500 Encouraging Resilience in the FS Child
 - RV104 Annuities, Benefits, and Social Security Seminar
 - RV103 Financial Management and Estate Planning
 - MQ854 Legal Considerations
 - MQ853 Managing Rental Property
 - MQ852 Personal Finance
 - MQ117 Tax Seminar
 - MQ856 Promoting American Wine
 - MQ912 Advanced SOS
- EMPLOYMENT TARGETED COURSES**
- MQ704 Targeting Job Market
 - MQ703 Post Options for Employment and Training
 - MQ111 Making Presentations
 - MQ107 Teaching English as a Second Language
 - MQ302 Transition to Washington for Foreign-Born Spouses
 - Contact FLO for employment options

SENIOR-LEVEL

- RV101 Retirement Seminar
- RV103 Financial Management and Estate Planning
- RV104 Annuities, Benefits, and Social Security Seminar
- MQ110 DCM Spouse Seminar
- Ambassador Spouse Workshop
- Life After the FS with Associates of the American Foreign Service Worldwide (AAFSW)
- Any entry or mid-level courses appropriate for assignment or current personal needs, e.g., MQ915 Emergency Medical Care, MQ801 Long Distance Relationships

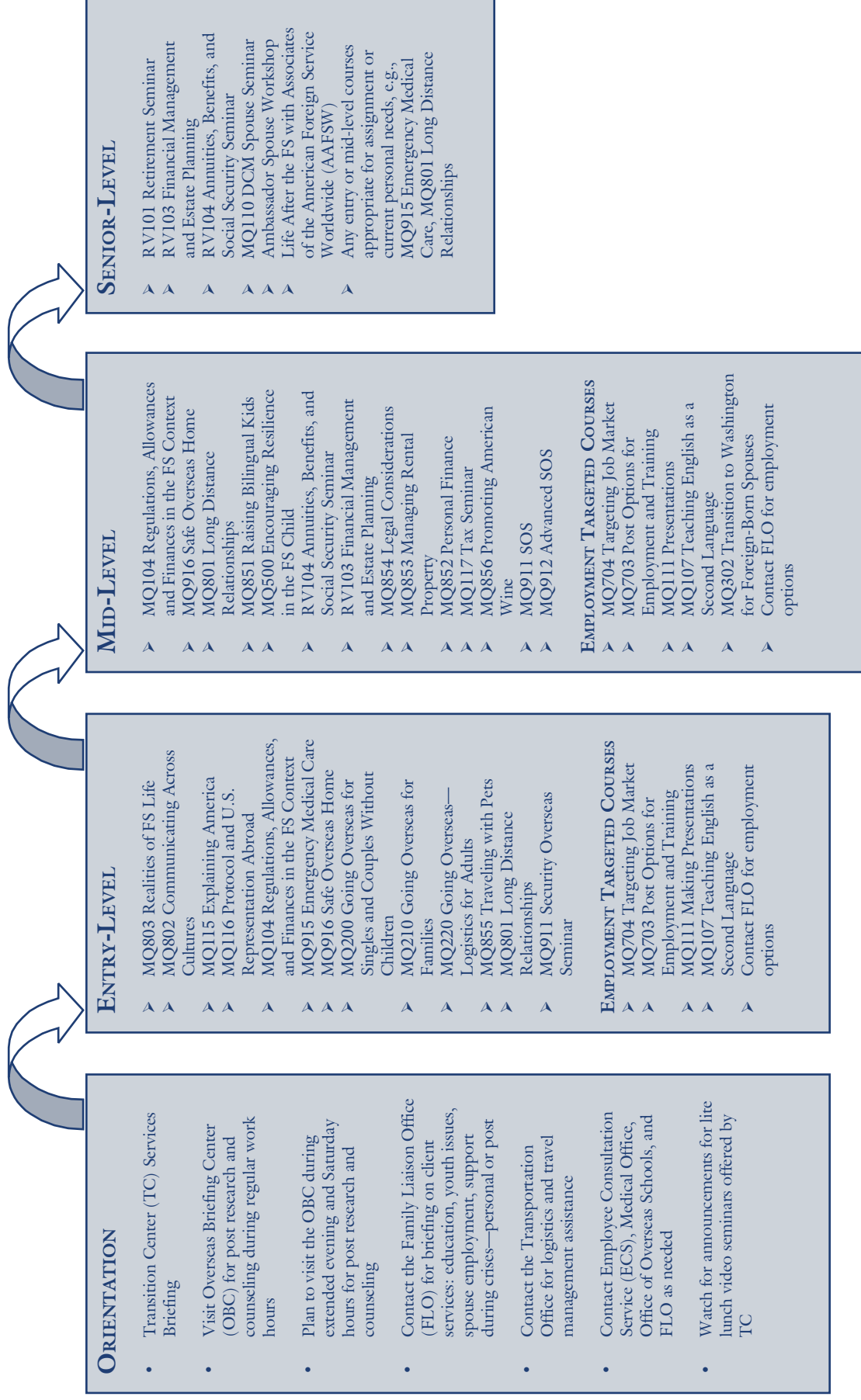
PRE-ARRIVAL

Begin e-mail contact directly with the Transition Center's OBC

FSI Transition Center

Foreign Affairs Life Skills Training Continuum

Department of State Eligible Family Members



PRE-ARRIVAL

Begin e-mail contact directly with the Transition Center's OBC

FSI Transition Center

Foreign Affairs Life Skills Training Continuum
Non-State Foreign Affairs Community Family Members

ORIENTATION

- Parent Agency Orientation
- Transition Center (TC) Services Briefing
- Visit Overseas Briefing Center (OBC) for post research and counseling during regular work hours
- Plan to visit the OBC during extended evening and Saturday hours for post research and counseling
- Contact the Family Liaison Office (FLO) for briefing on client services: education, youth issues, spouse employment, support during crises—personal or post
- Contact the Transportation Office for logistics and travel management assistance
- Contact Employee Consultation Services (ECS), Medical Office, Office of Overseas Schools, and FLO as needed
- Watch for announcements for lite lunch video seminars offered by TC

ENTRY-LEVEL

- TUITION COURSES**
- MQ803 Realities of FS Life
 - MQ802 Communicating Across Cultures
 - MQ115 Explaining America
 - MQ116 Protocol and U.S. Representation Abroad
 - MQ104 Regulations, Allowances, and Finances in the FS Context
 - MQ915 Emergency Medical Care
 - MQ911 Security Overseas Seminar
- EMPLOYMENT TARGETED COURSES**
- MQ704 Targeting Job Market
 - MQ703 Post Options for Employment and Training
 - MQ111 Making Presentations
 - MQ107 Teaching English as a Second Language
 - Contact FLO for employment options
- NON-TUITION PRESENTATIONS**
- MQ916 Safe Overseas Home
 - MQ200 Going Overseas for Singles and Couples Without Children
 - MQ210 Going Overseas for Families
 - MQ220 Going Overseas—Logistics for Adults
 - MQ855 Traveling with Pets
 - MQ801 Long Distance Relationships

MID-LEVEL

- TUITION COURSES**
- MQ104 Regulations, Allowances, and Finances in the FS Context
 - RV104 Annuities, Benefits, and Social Security Seminar
 - RV103 Financial Management and Estate Planning
 - MQ 911 SOS
 - MQ912 Advanced SOS
- EMPLOYMENT TARGETED COURSES**
- MQ704 Targeting Job Market
 - MQ703 Post Options for Employment and Training
 - MQ111 Presentations
 - MQ107 Teaching English as a Second Language
 - Contact FLO for employment options
- NON-TUITION PRESENTATIONS**
- MQ854 Legal Considerations
 - MQ853 Managing Rental Property
 - MQ852 Personal Finance
 - MQ117 Tax Seminar
 - MQ856 Promoting American Wine
 - MQ916 Safe Overseas Home
 - MQ801 Long Distance Relationships
 - MQ851 Raising Bilingual Kids
 - MQ500 Encouraging Resilience in the FS Child
 - MQ302 Transition to Washington for Foreign-Born Spouses

SENIOR-LEVEL

- TUITION COURSES**
- RV101 Retirement Seminar
 - RV103 Financial Management and Estate Planning
 - RV104 Annuities, Benefits, and Social Security Seminar
 - Ambassador Spouse Workshop
 - Life After the FS with Associates of the American Foreign Service Worldwide (AAFSW)
 - Any entry or mid-level courses appropriate for assignment or current personal needs, e.g., MQ915 Emergency Medical Care, MQ801 Long Distance Relationships

FSI Transition Center

Foreign Affairs Life Skills Training Continuum

Youth Programs for Children of USG Employees

YOUTH GRADES 2-5

- MQ210 Going Overseas for Families
- MQ230 Going Overseas Logistics for Children
- MQ250 Young Diplomats Day designed for Elementary School students
- MQ914 Youth Security Overseas Seminar (YSOS) designed for Elementary School students*

YOUTH GRADES 6-8

- MQ210 Going Overseas for Families
- MQ230 Going Overseas Logistics for Children
- MQ250 Young Diplomats Day designed for Middle School students
- MQ914 Youth SOS designed for Middle School students*
- Foreign Service Youth Foundation (FSYF) Globe Trotters Ages 9-12 See contact page for more information

YOUTH GRADES 9-12

- MQ210 Going Overseas for Families
- MQ230 Going Overseas Logistics for Children
- MQ250 Young Diplomats Day designed for High School students
- MQ914 Youth SOS designed for High School students*
- FSYF Around World in a Lifetime (AWAL) Ages 13-19 See contact page for more information

HS GRADUATES/ COLLEGE STUDENTS

- MQ210 Going Overseas for Families
- MQ911 Security Overseas Seminar
- MQ 912 Advanced SOS
- Explore Department of State internships available for college students
- Consider volunteer work with FSYF. See contact page for more information

*Parent(s) must be enrolled in concurrent SOS or ASOS program

Quick Reference for EFM Registration

Course	Course Code	Who Registers
Advanced Security Overseas Seminar	MQ 912	C
Annuities Benefits, & Social Security Workshop	RV 104	CT
Area Studies		
Intensive Regional Area Studies (10 days)	200's	C
Advanced Area Studies (1/2 day sessions)	500's	C
Communicating Across Cultures	MQ 802	C
Computer Courses (on space available basis)		
Microsoft Word, Introduction***	PS 332	F
Microsoft Word, Intermediate***	PS 333	F
Microsoft Word, Comprehensive***	PS 330	F
PowerPoint, Intermediate***	PS 341	F
PowerPoint, Comprehensive***	PS 342	F
Excel***	PS 372	F
Outlook, Introduction***	PS 398	F
Outlook, Workshop***	PS 391	F
CableXpress***	YW 284	F
Consular course (test, on space available basis)	PC 530	F
DCM Spouse Seminar *(By Invitation Only)	MQ 110	TC
Emergency Medical Care & Trauma Workshop	MQ 915	C
Encouraging Resilience in the FS Child*	MQ 500	TC
English Teaching Seminar	MQ 107	C
Ethics for Family Members	PA 450	C
Explaining America	MQ 115	C
FasTrac, Distance Learning Program	FasTrac	
Financial Management & Estate Planning	RV 103	CT
Going Overseas - Logistics for Adults*	MQ 220	TC
Going Overseas - Logistics for Children*	MQ 230	TC
Going Overseas for Families*	MQ 210	TC
Going Overseas for Singles & Couples w/o Children*	MQ 200	TC

C = Career Development Officer (CDO)

F = Family Liaison Office (FLO) Contact Vanja Huth 202-647-2334

R = Registrar 703-302-7497 / X27429

CT = Career Transition Center (CTC) 703-302-7407

O = Online

TC* = Transition Center (Non-Tuition Classes only) 703-302-7268
or contact by e-mail TCTraining@state.gov

Course	Course Code	Who Registers
Languages Studies and/or Language tapes**		
Online language		
Express	L 420/421	O / C
Reading Maintenance	L 401	O / C
Listening Comprehension	L 430	O / C
Introductory	L 410/411	O / C
Self Study		
Lab	L 920	O / C
Text Based / Audio cassette	L 930	O / C
Legal Considerations in the FS*	MQ 854	TC
Maintaining Long Distance Relationships*	MQ 801	TC
Making Presentations: From Design to Delivery	MQ 111	C
Managing Rental Property from Overseas*	MQ 853	TC
Personal Finances & Investments in the FS*	MQ 852	TC
Post Options for Employment & Training Overseas	MQ 703	C
Promoting American Wine Overseas*	MQ 856	TC
Protocol & U.S. Representation Abroad	MQ 116	C
Raising Bilingual Children*	MQ 851	TC
Realities of FS Life	MQ 803	C
Regulations, Allowances & Finances in the FS Context	MQ 104	C
Retirement Planning Workshop	RV 101	CT
Safe Overseas Home*	MQ 916	TC
Security Overseas Seminar	MQ 911	C
Targeting the Job Market	MQ 704	C
Tax Seminar*	MQ 117	TC
Transition to Washington for Foreign Born Spouses*	MQ 302	TC
Traveling with Pets*	MQ 855	TC
Young Diplomats Day*	MQ 250	TC
Youth Security Overseas Seminar (YSOS)	MQ 914	C

** Once in the system, students can register for language courses on line or with CDO

*** When assigned a position overseas & on space available basis.

Quick Reference for EFM Registration

Registering with Career Development Officer

- 1) EFM's must be on employee's orders in order to be registered for courses.
- 2) Employee should bring a copy of the employee's orders to CDO to enter EFM into STMS system; including EFM'S name, SS#, DOB & relationship to employee & e-mail address.
- 3) Employee needs to have training request forms (DS755) filled out, or e-mail CDO.
- 4) CDO will e-mail Claudia Thomas, Jolene Munoz or Barbara Davis in the Registrars office with EFM's name, SS#, DOB, relationship to employee & e-mail address for course confirmation to enter in the system.
- 5) Course confirmation will be sent to employee or EFM via e-mail once the EFM is registered into the course by CDO.

EFM may also take a copy of the employees orders to the Registrar's office, and request that their data be entered into the STMS system. Thereafter the CDO can process the registration. If the EFM has previously taken a course at FSI, the CDO can register them.

NOTES:

(LISTED BY COURSE CODE)

the Transition Center at 703-302-7268 or FSITCTraining@state.gov.

In consideration of others, please arrange your own childcare when you are attending FSI TC classes. Programs appropriate for children are indicated in the FSI catalog or on TC advertisements.

COMMUNICATING ACROSS CULTURES
Course Code MQ 802

Culture shock happens to everyone. Gain an understanding of American cultural values and explore ways of adapting to differing cultural values when going abroad.

Audience: All foreign affairs personnel and eligible family members

EXPLAINING AMERICA

Expatriates abroad often face difficult ques-



tions about American society. Explore the roots of our cultural values for effective responses to those questions.

Audience: All U.S. Government foreign affairs personnel and eligible family members
Length of course: 1 day

PROTOCOL AND U.S. REPRESENTATION ABROAD

Course Code MQ 116

Learn invaluable information concerning representational responsibilities in Foreign Service life abroad.

Audience: Especially relevant for employees and spouses new to or unfamiliar with representational responsibilities in the Foreign Service

Length of course: 1 day

SINGLES IN THE FOREIGN SERVICE Course Code MQ203

Learn the issues regarding social life and practical and logistical issues in the overseas life of a single. Identify personal support systems for singles in the United States and in the overseas mission.

Audience: Foreign affairs agency employees who are single

Length of course: ½ day

REALITIES OF FOREIGN SERVICE LIFE

Course Code MQ 803

Learn what it means to be part of the foreign affairs family and the embassy community abroad.

Audience: All U.S. Government foreign affairs agency personnel and their eligible adult family members. This course is especially useful for those going overseas for the first time.

Length of course: 1 day

PROMOTING AMERICAN WINE OVERSEAS

Course Code MQ 856

When entertaining with wine at representational events, official Americans abroad are encouraged to promote American wines. Learn from a local wine expert the general characteristics of the major wine varietals grown in the United States, which foods to serve as accompaniment, and proper storage and serving methods different wines.

Audience: Foreign affairs agency employees and eligible family members over age 21

Length of course: 2 ½ hours

Expanding Employment Options

ENGLISH TEACHING SEMINAR: AN EMPLOYMENT OPTION

Course Code MQ 107

Learn materials and methods for teaching English as a Second Language from field experts.

Audience: All U.S. Government foreign affairs eligible family members or employees interested in learning about teaching opportunities in Washington or overseas

Length of course: 2 days

MAKING PRESENTATIONS: FROM DESIGN TO DELIVERY

Course Code MQ 111

Learn the elements of training theory and design. Practice basic training techniques for the design and delivery of workshops, with particular focus on Foreign Service communities.

Audience: All U.S. Government foreign affairs spouses or employees interested in developing and delivering workshops and training sessions in the overseas community or in Washington

Length of course: 3 days

How can we find resources and services that are available to help us in our move overseas?

POST OPTIONS FOR EMPLOYMENT AND TRAINING (POET)

Course Code MQ 703

Overseas employment is a critical issue for U.S. Government foreign affairs spouses. Identify and develop employment opportunities and personal strategies for seeking paid or unpaid professional opportunities.

Audience: All eligible adult family members of foreign affairs agency personnel

Length of course: 1 day

TARGETING THE JOB MARKET

Course Code MQ 704

Develop a comprehensive employment plan by researching the job market, writing a winning resume, and learning interviewing techniques.

Audience: Eligible adult family members of all foreign affairs agency personnel

Length of course: 1 day

Going Overseas Series

Discuss the psychological process of preparing for assignments abroad. Separate morning sessions are offered for singles and couples without children and families. Adults and children attend separate afternoon courses covering the logistics of moving overseas. Participants may sign up for morning, afternoon, or both sessions.

GOING OVERSEAS FOR SINGLES AND COUPLES WITHOUT CHILDREN

Course Code MQ 200

Afternoon session offered in conjunction with MQ 220, exploring strategies for cop-

ing with the stress of moving.

Audience: Singles and couples going overseas without children. As every move is different, this course is *not* limited to those embarking on their first overseas assignment

Length of course: ½ day

GOING OVERSEAS FOR FAMILIES

Course Code MQ 210

Afternoon session offered in conjunction with MQ 220 and MQ 230.

Audience: Families including children in grades 2-12 and parents with younger children or children not accompanying them to post. The course content is not designed for children younger than grade 2

Length of course: ½ day

GOING OVERSEAS:

LOGISTICS FOR ADULTS

Course Code MQ 220

Covers the “nuts and bolts” of planning for the move overseas. Offered in conjunction with MQ 200 and MQ 210.

Audience: Adults moving overseas

Length of course: 2 ½ hours

GOING OVERSEAS:

LOGISTICS FOR CHILDREN

Course Code MQ 230

Offered in conjunction with MQ 210.

Audience: Children in grades 2-12 will be divided into age-appropriate sessions.

Children's parents must be present on the NFATC campus during the session

Length of course: 2 ½ hours



*How can I make sense
of my career and still be
supportive of my FSO
spouse?*

Foreign Service Families

DCM/PRINCIPAL OFFICER SPOUSE, THE ROLE OF THE Course Code MQ 110

Clarifies the role you choose as the spouse of the Deputy Chief of Mission (DCM) or Principal Officer.

Audience: Spouses of employees who are enrolled in PT 102 and going overseas as the spouse of a DCM or Principal Officer

Length of course: 3 days

ENCOURAGING RESILIENCE IN THE FOREIGN SERVICE CHILD Course Code MQ 500

Examine how frequent relocation and cross-cultural experiences may affect internationally mobile children. Parents discuss interventions.

Audience: U.S. Government foreign affairs personnel interested in child development and the effects of a mobile childhood

Length of course: 2 ½ hours

MAINTAINING LONG-DISTANCE RELATIONSHIPS

Course Code MQ 801

Many people in the foreign affairs commu-

nity find themselves separated from spouses and family for extended periods of time due, for example, to separated tours or temporary duty travel. This course focuses on identifying behaviors that strengthen long-distance relationships.

Audience: Employees and family members

Length of course: ½ day

RAISING BILINGUAL CHILDREN Course Code MQ 851

Parents in a foreign affairs community have unique opportunities to encourage bilingualism in their children. This panel explores strategies for taking advantage of the multicultural experiences a foreign affairs lifestyle affords.

Audience: U.S. Government parents from the same or different cultures interested in raising their children with multilingual capabilities

Length of course: 2 ½ hours

A SAFE OVERSEAS HOME: PROTECTING YOURSELF AND YOUR FAMILY

Course Code MQ 916

Home health and safety concerns abroad are often magnified by building codes, environmental protection regulations, and extermination practices different from those in the

When and how can I start financial planning while I am overseas?



LEGAL CONSIDERATIONS IN THE FOREIGN SERVICE

Course Code MQ 854

A panel of experts provided by the American Foreign Service Protective Association discusses contingency planning for mobile foreign affairs agency employees.

Audience: Foreign affairs agency employees and family members

Length of course: 2 ½ hours

MANAGING YOUR RENTAL PROPERTY FROM OVERSEAS

Course Code MQ 853

Leaving one's property in the hands of others while overseas can cause anxiety for homeowners. This course offers professional information for making informed decisions about property management.

Audience: Foreign affairs agency employees and family members preparing for an overseas assignment

Length of course: 2 ½ hours

PERSONAL FINANCES AND INVESTMENTS IN THE FOREIGN SERVICE

Course Code MQ 852

Frequent mobility and distance from the United States can hamper Foreign Service employees and family members in making sound financial decisions. A panel of experts discusses topics of concern, especially to the novice investor.

Audience: Foreign affairs agency employees and family members

Length of course: 2 ½ hours

TAX SEMINAR Course Code MQ 117

This course offers advice for foreign affairs personnel in understanding complex tax laws and managing taxes from abroad.

Audience: U.S. Government employees and eligible family members serving abroad

Length of course: 2 ½ hours

FINANCIAL MANAGEMENT AND ESTATE PLANNING SEMINAR

Course Code RV 103

Learn how to manage funds and investments for your beneficiaries.

Audience: Employees who want to learn about the nuts and bolts of financial and estate planning

Length of course: 1 day

ANNUITIES, BENEFITS, AND SOCIAL SECURITY SEMINAR

Course Code RV 104

An in-depth analysis of annuity and Social Security benefits.

Audience: Employees interested in learning how their benefits are computed

Length of course: 1 day

Security Overseas Seminar

SECURITY OVERSEAS SEMINAR (SOS) Course Code MQ 911

All employees and family members must be adaptable to a dangerous world. Security experts offer guidance on personal preparations including identifying safety and security issues facing employees and family members overseas, preparing safety and security contingency plans, and using safety and security personnel and other resources appropriately.

Audience: Mandatory for foreign affairs agency personnel prior to the first overseas assignment; highly recommended for spouses and other U.S. Government employees. These are adult sessions not designed for children.

Length of course: 2 days

Foreign Affairs Spouse



Length of course: From 1 to 2 months depending on classification and agency.

FSI Transition Center Services and Training

The Transition Center (TC) within the Foreign Service Institute (FSI) prepares employees and their family members for effectiveness in the foreign affairs community by facilitating transitions throughout—and after—their careers. The Transition Center includes the Training Division (TC/T), the Overseas Briefing Center (OBC), and the Career Transition Center (CTC). The TC provides a wealth of information, training, counseling, and referral services on a wide range of topics supporting the individual and the workforce.

TRAINING DIVISION

The Training Division offers a wide variety of programs and special events designed to meet the diverse needs of employees and family members preparing for an overseas assignment or returning to the United States. The continuum of training begins with presentations and courses targeting those new to the foreign affairs life. Some courses are designed specifically for spouses, and some focus on children's concerns.

Courses are offered Monday through Friday and on select Saturdays and Wednesday evenings. Prior registration is required. For current course listings and schedules call 703-302-7268 or e-mail FSITCTraining@state.gov.

Another training course, the two-day *Security Overseas Seminar* (SOS), offers sessions targeted to meet the security awareness needs of U.S. Government personnel and families going overseas. All foreign affairs agency personnel are required to attend the seminar before going overseas and every five years thereafter. The one-day *Advanced Security Overseas Seminar* (ASOS) provides updates for persons who have taken the two-day program. Accompanying family members are strongly encouraged to attend. Children grades 2-12 are offered age-appropriate one-day workshops, *Youth Security Overseas Seminars* (YSOS), during the summer months.

Register through your Career Development or Training Officer. For course dates call (703) 302-7269 or email FSISOS@state.gov.

OVERSEAS BRIEFING CENTER

The Overseas Briefing Center (OBC) is a vital resource and referral facility providing all U.S. Government employees and their families en route to, or considering, an overseas assignment the opportunity to browse through an abundance of materials on overseas posts and the foreign affairs lifestyle. These materials include country briefing boxes containing post-specific information, cultural guides and cross-cultural reference



*How can I plan
for practical
experience upon
retirement?*

books, and a returnee file of local contacts. Multimedia products such as CDs, videos, and DVDs are also available. In addition, the OBC provides “electronic post boxes,” which can be accessed by sending an e-mail to FSIOBCInfoCenter@state.gov.

The OBC operates as a drop-in facility. It is open Monday through Friday from 8:15 a.m. to 5:00 p.m. as well as on select Saturdays and Wednesday evenings. For information about open hours call 703-302-7277 or e-mail FSIOBCInfoCenter@state.gov.

CAREER TRANSITION CENTER

The Career Transition Center (CTC) provides training, counseling, job leads, and other assistance to U.S. citizen employees of the Department of State and other foreign

affairs and federal agencies to help them plan for retirement. The CTC conducts two flagship programs: the *Job Search Program* (JSP) and the *Retirement Planning Seminar* (RPS). In addition, the CTC offers a one-day *Financial Management and Estate Planning Seminar* and a one-day seminar on *Annuities, Benefits, and Social Security*.

The CTC maintains the Talent Bank, a database of personnel who are interested in work primarily outside the federal government. The CTC also publishes *The Career Transition Center Newsletter*, a monthly that provides information to interested employees and retirees on job search techniques and resources. For information call 703-302-7407 or e-mail FSICTC@state.gov.

Partner Organizations

ASSOCIATES OF THE AMERICAN FOREIGN SERVICE WORLDWIDE (AAFSW)

The Associates of the American Foreign Service Worldwide (AAFSW) is a non-profit organization representing the interests and concerns of today's Foreign Service community. Membership is open to adult family members or employees of the U.S. foreign affairs agencies. Their Web site provides online information for Foreign Service families. The e-group Livelines allows members to share up-to-the-minute information and views. Special interest groups such as the Foreign-born Spouses group, the Playgroup, special programs, writing groups, and more serve to bring members together. Reach

them at (202) 362-6514 or online at www.aafsw.org.

CAREER DEVELOPMENT RESOURCE CENTER (CDRC)

The Career Development Resource Center provides comprehensive career development services for making effective career decisions. It offers individual career counseling with professional counselors. Appointments may cover, but are not limited to, assessing skills and talents, setting goals, learning to network, writing effective federal job applications, building effective interviewing skills, and coaching. The CDRC is available to all Civil Service employees' as well as Foreign Service family members.



*How do I
translate my
experience
overseas into
a future here
in the United
States?*



Reach them at (202) 663-3042 or by e-mail at CDRC@state.gov or online at Intranet: <http://hrweb.hr.state.gov/csp/cdrc/index.html>.

ELDERCARE ISSUES

Among other things, the Office of Employee Relations in the Human Resources bureau (HR/ER) oversees a number of programs and provides policy guidance on eldercare-related matters. The Eldercare Coordinator in the Work/Life Program division (HR/ER/WLP) is responsible for developing and promoting Department eldercare support services and programs and administers the Eldercare Emergency Visitation Travel benefit.

Reach them at: Office of Employee Relations, Room H236-SA1, Department of state, 2401 E Street NW, Washington, DC, Tel: 202-261-8180; Fax 202-261-8182

Work/Life Programs, Eldercare Coordinator. Intranet: <http://hrweb.hr.state.gov/er/worklife/DependentCare/Eldercare/Eldercare.html>.

EMPLOYEE CONSULTATION SERVICE (ECS)

The Employee Consultation Service provides free, confidential counseling to all State Department Civil Service and Foreign Service employees and their family members. They have a staff of licensed clinical social workers to help individuals and families with problems they may be facing. Other foreign affairs agency employees should check with their personnel offices for resources available to them. Reach ECS at 202-663-1815 or via e-mail at MEDECS@state.gov.

EMPLOYEE SERVICES CENTER (ESC) *formerly the Foreign Service Lounge*

The Employee Services Center (ESC) is the primary check-in and checkout point for all transferring and in-transit Foreign Service per-

sonnel and Civil Service employees on excursion tours. Reach them at Employee Services Center, Department of State, Room 1252, Washington, DC; Tel: 202-647-3432; Intranet: <http://aoprogram.state.gov/esclounge.htm>; hours: 8:15 a.m.–4:45 p.m. weekdays

FAMILY LIAISON OFFICE (FLO)

The Family Liaison Office (FLO) serves U.S. Government employees and their family members assigned to, serving at, or returning from an U.S. embassy or consulate abroad. FLO identifies employee/family issues and advocates programs and solutions. FLO also extends services to overseas communities by managing the worldwide Community Liaison office (CLO) program. It provides a variety of client services including referrals, publications, employment counseling, employee and family member briefings, and education resources. Major areas of interest are education and youth, family member employment, and support services for those experiencing a personal or post-related crisis. Contact them at 202-647-1076 or online at Internet: www.state.gov/m/dghr/flo Or Intranet: <http://hrweb.hr.state.gov/flo/flo.html>.

FOREIGN SERVICE YOUTH FOUNDATION (FSYF)

The Foreign Service Youth Foundation (FSYF) was established in July 1989 to inform, advocate, and develop outreach activities for the internationally mobile youth of all U.S. foreign affairs agencies. Contact FSYF at 301-404-6655 or online at <http://www.fsyf.org>.

Around the World in a Lifetime (AWAL)

Around the World in a Lifetime (AWAL) is an FSYF-sponsored organization for teens ages 13-19. Members



meet once a month for an informal discussion/social meeting. They also meet once a month to publish their newsletter, *Wings of AWAL*. The newsletter allows Foreign Service teens in Washington and overseas to stay in touch, share their experiences about living abroad, discuss reentry challenges and successes, and explore other topics of mutual interest. Monthly newsletter meetings bring students together for production, writing, and layout. Contact AWAL via FSYP at 301-404-6655 or online at <http://www.fsyf.org>.

DiploKids

Diplokids, cosponsored by FSYP and AAFSW and established in 2003, is an afterschool activity group to support 5-8 year-old Foreign Service kids. Through social and training activities, FSYP provides an opportunity for Foreign Service teens and preteens to share their experiences and concerns and, just as importantly, simply to have fun with their peers without having to explain their “foreign” background. FSYP also maintains a commitment to assist parents in raising children in this mobile lifestyle. Contact DiploKids via FSYP at 301-404-6655 or online at <http://www.fsyf.org>.

Globe Trotters

Globe Trotters is an FSYP-sponsored organization for pre-teens ages 9-12. Their newsletter *Here, There, and Everywhere* is published quarterly and mailed to members worldwide. They plan social activities every month or two, such as trips to amusement parks, waterparks, hiking, and ice-skating events. They also have periodic programs for reentry or preparation for moving abroad. Contact

Globe Trotters through FSYP at 301-404-6655 or online at <http://www.fsyf.org>.

IQ: INFOQUEST

IQ: InfoQuest (formerly known in the Department as LifeCare) is a 24-hour counseling, education, and referral service available for Department of State and other U.S. Government employees and their families. IQ: InfoQuest counselors can help determine what services are needed and available in any U.S. locality and make referrals in areas including emergency and respite care, home health care, long-distance care giving, and legal and financial issues.

Tel: 1-800-222-0364 or 1-800-262-7848 (TDD). To access the web site, the employee must log on to <http://www.worklife4you.com>; (user ID is: FirstnameMiddleinitial-LastnameMMDD, or Month and Day from your birthdate, e.g., JaneCDoc0927.

Other foreign affairs agency employees should check with their personnel offices to see what resources are available to them.

OFFICE OF CASUALTY ASSISTANCE

The Office of Casualty Assistance (OCA) provides on-going support to U.S. Government employees and their family members serving abroad under Chief of Mission authority, and to Department of State employees in the United States who are the victims of terrorist, mass casualty, or other critical incidents. The office is an advocate for victims within the Department of State, other federal agencies, and the private sector. It also provides information about benefits and compensation, resources, grief counseling, and special events. Contact: 202-736-4302, 1-877-887-5996 or Intranet <http://hrweb.hr.state.gov/oca/>.

schools and maintains liaison with U.S. colleges and universities, school systems, professional organizations, and appropriate government offices in developing assistance initiatives. The office publishes a one-page "Fact Sheet" on each overseas American-sponsored school assisted by the State Department.



The Office of Overseas Schools (A/OPR/OS) assists independent overseas schools in meeting legislative criteria. The Office of Overseas Schools works closely with posts overseas and American-sponsored overseas

Transition Center at Work



Where can I find post-specific information on spouse employment, housing, security, education, and medical facilities?



What training is available to my family members?



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